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CMG/MS

This Notice Expires 2 December 1975

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SERIES 1, 5, 10, 15, 30, 240

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2 June 1975

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SECRETARIAL-CLERICAL ADVISORY GROUP

1. This notice announces the formation of a Directorate of Operations Secretarial-Clerical Advisory Group. The initial membership, selected by the Career Management Group (CMG) from among nominees of various components, is:

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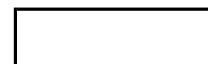
Members of the group will serve a maximum of one year, with one half of the group being replaced every six months. The DDO secretarial representative on the Agency Women's Advisory Panel, currently [redacted] Operations Staff, will participate as an ex-officio member of the group.

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2. The recent DDO employee attitude survey indicated concerns among the secretarial/clerical employees in the general area of career management, including advancement and status. As an outgrowth of this, the advisory group will act on a continuing basis, meeting as necessary to provide the Deputy Director for Operations with advice as to the perceptions and concerns among secretarial/clerical employees and to articulate them, as study by the group shows appropriate, as suggestions and proposals to management for corrective and beneficial actions.

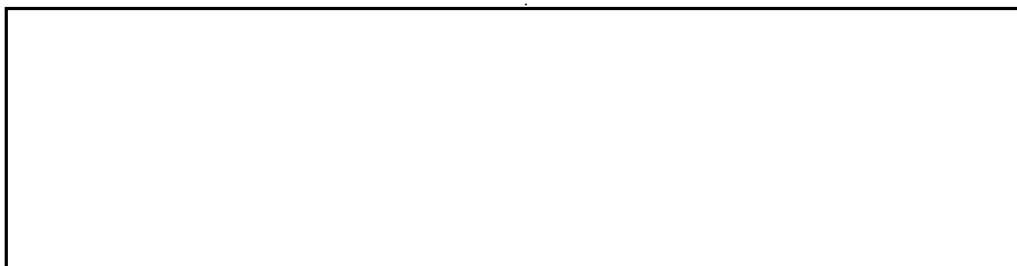
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4. Employees who have observations and suggestions concerning secretarial and clerical service in the Operations Directorate and the Agency should bring them to the attention of the Secretarial-Clerical Advisory Group. This may be done by contacting individual members of the group directly or by addressing communications to the group, in care of Chief, CMG/MS, Room 2 C 42, Headquarters Building.

William E. Nelson
Deputy Director for Operations